



City of Hollister

ENGINEERING MANAGER/CITY ENGINEER SUPPLEMENTAL QUESTIONNAIRE

PART ONE - SUPPLEMENTAL RESPONSES

GENERAL INSTRUCTIONS

Please provide your answers in either hand-written or electronic format by utilizing no more than six pages of single-spaced text. Any supporting materials and/or documents become the property of the City of Hollister and will be returned only upon written request.

When completing your responses, please place your full name at the top left-hand corner of each page with the title of the position for which you are applying and initial.

FAXES WILL NOT BE ACCEPTED

QUESTION ONE

Please describe your experience as a Manager and Administrator for the Engineering component of a Governmental Agency. In your answer, please describe your managerial role and administrative responsibilities within the following areas:

- Project Design Engineering
- Traffic Engineering
- Project Development
- Construction Management and Inspection
- Land Development Review
- Water and Wastewater Engineering
- Utility Coordination
- Financing and Cost Control
- Interagency Cooperation

QUESTION TWO

As City Engineer you have a large C.I.P. program with various funding sources, but you only have a small staff. The City's financial situation will not permit the hiring of

additional staff. Please describe the steps you would take to insure that all projects are completed on time. In your response, please describe the type of information you would either use or require in order to guide your staff into the successful completion of each project in a timely fashion.

QUESTION THREE

A C.I.P. program for a City is often extremely extensive and diverse. Please describe how you would go about preparing the next Fiscal Year's C.I.P. budget for Council approval, what funding sources you would consider, and how you would develop a Five-Year Program. Describe the important factors you would need to be aware of and utilize in preparing this document. Please include a discussion of how you would determine the scope of a project, the role of private engineering firms and how you would make the necessary technical decisions. Finally, please describe the other departments that may be involved in the process and how you would solicit their cooperation.

QUESTION FOUR

Please describe your role as a Manager, Coordinator, Trainer and Facilitator of individual and collective staff resources in managing the diverse responsibilities of an Engineering Department. In your response, please include a description of how you supported/encouraged good performance and how you discourage, correct, and discipline bad behavior and poor performance.

QUESTION FIVE

You have just been appointed as the City Engineer for The City of Hollister and you are scheduled to start next week. Please describe the steps you would take after you begin in order to become an effective City Engineer, Department Head, and Manager, and the specific areas of concern you would anticipate in having to deal with.

PART TWO - PROFESSIONAL REFERENCES

GENERAL INSTRUCTIONS

Please provide the names and addresses of three professional references who have knowledge of your professional experience. Please describe the position you held, the individual's title, and your professional relationship with the individual.

NOTE: *By providing this information, you as the Candidate hereby consent to allow the City of Hollister to contact the individuals listed as part of the recruitment process for this position.*

<p>THE CITY OF HOLLISTER IS AN EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION EMPLOYER</p>
